ORIGINAL

Before the
FEDERAL COMMUNICATIONS COMMISSION
Washington, D.C.

RECEIVED

In the Matter of:	§	FEB 2 7 2004
	§	
Request for Review of the Decision of the	§	
Universal Service Administrator by	§	
	§	
El Paso Independent School District	§	
	§	
	§	
Federal-State Joint Board on Universal Service	§	CC Docket No. 96-45
	§	
Changes to the Board of Directors of the	§	CC Docket No. 97-21
National Exchange Carrier Association, Inc.	§	

APPENDIX TO REQUEST FOR REVIEW
OF EL PASO INDEPENDENT SCHOOL DISTRICT

Volume II of Two

Exhibit "27" - Excerpts from SLD Website

Exhibit "28" - Excerpt from current District general ledger

Exhibit "29" - Excerpts from District Annual Financial Statements

Exhibit "30" - District Fund Balance Statement for February 2003

Exhibit "31" - District Fund Balance Statement for April 2003

Exhibit "32" - District Fund Balance Statement for February 2004

Exhibit "33" - Affidavit of Jack Johnston

E-RATE SELECTIVE REVIEW INFORMATION REQUEST			
FUNDING YEAR 2003			
CASE # SR-2003-BEN#142118			
To:	Jack Johnston	From:	Pina Portanova
Your Phone Number:	915-779-4235	My Phone Number:	973-884-8564
Your Fax Number:	915-779-4100	My Fax Number:	(973) 599-6515
Entity Name:	El Paso Indep School District	My E-Mail Address:	pportan@sl.universalservice.org
Today's Date:	March 14, 2003	Total Pages:	16
PLEASE RESPOND BY:	**March 28, 2003**		
Form 471 Application Number(s):	374802,376873,376953,377040,377101,377156,377186,377214,377214,377297		
PLEASE CALL TO CONFIRM THAT THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY			

Time Sensitive – 14-Day Response Expected

It is important that we receive all of the information requested within 14 calendar days of the date of this document so that we may complete our review of your funding request(s).

Who can respond to this request for information

This document requests information that must be provided by the applicant, or by the applicant's authorized representative. If the applicant is responding to this document, it must return the enclosed certification (Fax Back Page 4) to the Schools and Libraries Division (SLD) along with the requested material. If the applicant's authorized representative is responding to this document, the authorized representative must sign and return (1) the enclosed certification to SLD along with the requested material AND (2) a letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf.

How to respond

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Pina Portanova PIA Selective Review (973) 599-6515 (fax)	Pina Portanova SLD 80 S. Jefferson Road Whippany, NJ 07981	pportan@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 14 calendar days. A checklist of the items requested in this document is included on Fax Back Page 4.

If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

Dear E-Rate Applicant:

In order to ensure that applicants are following certain FCC rules relating to certification statements and competitive bidding processes, you have been selected for a two-part review (Selective Review). We are seeking information about (1) your competitive bidding and vendor selection processes, and (2) information to support the certification you made on FCC Form 471, Item 25, that you have secured access to all of the necessary resources to make effective use of the requested products and services.

Both parts of the Selective Review take place on a system-wide basis (also called a "billed entity" level). We will be requesting, and looking at information for ALL Form(s) 471 filed for the 2003-2004 funding year (Funding Year 2003) that were filed by the entity listed on the cover page of this document. Please notify us if you have additional Form(s) 471 for Funding Year 2003 that we have not listed. The review will include those as well. It is important that you identify any additional applications that you have filed at this time for Funding Year 2003. Failure to do so may delay or jeopardize funding commitments and/or post-commitment disbursements. In addition, it may also result in future adjustments to any commitments that you may receive from us, or other action.

Part I: Information Regarding the Competitive Bidding Process and Vendor Selection

For each of the following items we have outlined the requested documentation you will need to supply. Please provide the information by funding request number (FRN) unless otherwise indicated. In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate which FRNs the document supports on the first page of the document. If for any reason you do not have any of the documentation requested below, you MUST explain why.

1) **Requests for Proposal (RFP)**
   a) Copies of any and all requests for proposals (RFPs), invitation to bid, request for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s).
   b) You do not need to provide copies of FCC Form(s) 470 that were posted to the SLD website.
   c) If RFPs, etc., are not provided, please explain why you have not provided them.

2) **Bid Responses**
   a) Complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests, for all requests including tariff, month-to-month and contracted services.

3) **Vendor Selection Process**
   a) How many bids were received for each FRN?
   b) Complete documentation indicating how and why you selected your service provider(s). This documentation should include:

      i)   a description of your evaluation process,

      ii) the factors you used to determine the winning bid, and

      iii) attendance sheets for any meetings regarding the Form 470 and/or RFP or other solicitation vehicles.

  c) If more than one factor was used in the evaluation process to determine the winning bid(s) please indicate how those factors were weighted in the evaluation process.

4) Contracts and/or other agreements

  a) Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request and/or provision of E-rate related services.

  b) If contracts, etc., are not provided, please explain why you have not provided them.

  c) If the price on the contract is different from the pre-discount price on your Form(s) 471, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your Form(s) 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your Form(s) 471, explain why.)

5) Consulting Agreements

  a) Please provide a complete copy of any consulting agreement(s) relating to the planning, implementation, and support of your E-rate funding request(s).

6) Correspondence

  a) Please provide a copy of all correspondence between your service providers and consultants and the school regarding the competitive bidding process and the application process.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

Part II: Information Regarding Your Item 25 Certification

Overview

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: "The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services." The Item 25 Certification review also looks at the applicant's ability to pay for its share of E-rate funding. In the course of the Item 25 Certification review we will ask for:

- documentation of your ability to pay for your share of E-Rate discounts and estimates of non-E-Rate eligible resources that you might use to meet this certification.

- your estimates of hardware, software, professional development, retrofitting, and maintenance investments that might not be E-Rate eligible, but are necessary to make

effective use of the E-Rate discounts you have requested.

- a copy of your technology plan.
- an estimate of the technology level of all schools or libraries within your organization following E-Rate.

If you identified additional application(s) not listed on the cover page of this document, you will also need to make an adjustment to the amounts we listed in the *Item 25 Worksheet Summary* Sections I-A and I-B. Please make the adjustment on the worksheet, initial it, and explain the adjustment when you return that worksheet.

Instructions for Completing the Item 25 Worksheet Summary: Fax Back Page 1
The *Item 25 Worksheet Summary: Fax Back Page 1* can be found on page 13 of this document. These instructions go with pages 12, 13, and 14 of this document. They are meant to help you complete and return those pages, and the necessary documentation noted below.

Special note to Consortium applicants: You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

We understand that some consortia applicants do not collect the information requested in Sections I-VI below on a consortium basis. Therefore, you have the option of providing us with the requested information on a disaggregated basis. To do so, please make one copy of the *Item 25 Worksheet Summary: Fax Back Page 1* for each Block 4, Worksheet C entity (usually a school or library district). Be sure to complete the section at the very bottom of that page that identifies the entity. Note that in order to use this disaggregate method, you will also need to take the dollars that we have entered in to Section I-B and apportion them appropriately to each Block 4, Worksheet C entity.

Please also note that the FCC held in *Central Minnesota Computing Center (DA 01-776)* that consortium applicants must be able to provide information supporting the Item 25 certification for all of the members of their consortium, even if the resources are not under the direct control, or the responsibility, of the consortium leader.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis.

Section I: Connectivity

<u>Subsection I-A. Commitment Amount Requested</u>

We have looked at the Form(s) 471 that you filed for Funding Year 2003. We added up the commitment amounts that you requested on those Form(s) 471, by service category (the amount(s) from Form(s) 471, Block 5, Item 23k). We placed those sums next to the respective service category(ies) in Section IA, lines 1, 2, and 3 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of the funding request amounts.

If your Funding Year 2003 Form(s) 471 contain duplication to account for Funding Year 2002 funding uncertainties (see Web notice "Filing Option for Applicants with Pending Funding Year 2002 Applications (1/21/03)" at www.sl.universalservice.org) and you do not see that duplication accounted for (i.e., the duplication removed) in the numbers in Sections I-A and I-B, please note that and explain in your response.

As noted above, this part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. Therefore, unless and until certain FRNs are determined to be non-fundable (e.g., the funding cap prevents funding certain requests), we are asking to see that you have budgeted for all the requests that you listed on all Funding Year 2003 Form(s) 471 that you filed for your entity.

Also note that if you have identified Form(s) 471, in addition to those listed on the cover page of this document, and those additional Form(s) 471 mean that the amounts we placed in Subsections I-A and I-B are too low, please make the adjustment on the worksheet, initial it, and explain the adjustment when you return that worksheet.

Subsection I-B. Form 471 Applicant's Share

In Section I-B of the *Item 25 Worksheet* you are being asked to document the funds you have available to pay for the discounted charges on eligible services. These are funds for paying your share of telecommunications services, Internet access, or internal connections costs after the discount has been applied. The FCC intentionally requires applicants to pay for a portion of their services in order to encourage cost-effective practices. For further information on your obligation to pay this amount, please see "Obligation to Pay Non-Discount Portion" in the Reference Section of the SLD website at www.sl.universalservice.org. Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider

We added up the "applicant share" of the amounts that you requested on Funding Year 2003 Form(s) 471, by service category. [The difference between Form(s) 471 Block 5, Item 23i (the total program year pre-discount dollar amount) and Form(s) 471 Block 5, Item 23k (the funding commitment request)]. The applicant share is also known as the "non-discounted amount," that is, the amount that FCC rules require the applicant to pay. We placed those sums next to the respective service category(ies) in Section I-B line numbers 5, 6, and 7 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of your share of the charges.

For Section I-B of the worksheet, please include the relevant pages of your operating or facilities budget to document that you are able to pay for your share of the purchased services. This should include not only the budget line items that you will be referencing, but also a high level summary of your overall operating budget. To allow us to conduct our review, please be sure ALL of the following are included on the budget that you fax and/or send to us:

- The name of the entity to which the budget applies (is it for a school? For a district? For one library outlet? For a library district? For a municipality?)

- The time frame that the budget covers, including a starting date and ending date (e.g., July 1, 2003-June 30, 2004)

- Place an arrow next to each fund/budget line, on BOTH the revenue and expense side of

your budget, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains $200,000 and $100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, $100,000."

Please explain any discrepancies between the Form 471 Applicant Share (Section I-B of the *Item 25 Worksheet Summary: Fax Back Page 1*) and the dollars you identified on the budget that you provide. Failure to do so could delay or jeopardize the processing of your funding.

Also in this section, please provide an explanation of how any budget deficits, state-funding cuts, fund-raising effort shortfalls or other uncertainties will be addressed. Particularly we are looking for assurances that such cuts or shortcomings will NOT result in cutting the financial resources that are budgeted for your applicant share. If they will, we seek assurances, which we may later verify, that an FCC Form 500 would be filed to reduce the funding requests accordingly.

Note: If you provide a final approved budget, we may verify that budget with independent sources.

Draft Budgets

If a final, approved budget is not available or is still in the approval process, we will accept certain alternative documentation as delineated below , provided a letter signed by a school or library official (e.g., superintendent, board president, chief business officer) **accompanies** the document(s).

The letter should explain (1) what phase of the approval process you are in, (2) whether your share of funding is contingent on any outside action (e.g., voter approval, board approval, state legislation, etc.) and (3) whether in the absence of such outside approval, you anticipate being able to meet your share. Also, make sure that the documentation you submit with the letter includes the same information as we requested above for a final operating budget. Please make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have $100,000 allocated in your budget, make sure that is noted in the letter.

In addition to the letter, we require one of the following items:

- A draft budget. Place an arrow next to each fund/budget line, on BOTH the revenue and expense side, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains $200,000 and $100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, $100,000."

- A resolution of a governing Board authorizing the filing of the Form(s) 471 for a given dollar amount, for given services and/or products, and within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized.

- A signed commitment letter to the applicant from the donor (e.g. school or library foundation), if donations (or other dollars from any contributor) are a source of funding. The letter MUST specify (1) the level and commitment of funds or other resources; (2) the timing of the delivery of such resources, along with a dispositive indication that the resources are for E-rate supported products/services or for items needed to effectively use the discounted services. (The indication as to the use of the resources might come from

the donor or be reflected in a Board resolution committing donations to E-rate related purposes.) While your service provider may assist you in locating bona-fide grants, the grants or outside funding organizations must be independent of the service provider.

Subsection I-C. Amounts not covered by E-rate

In Section I-C of the *Item 25 Worksheet* you are asked to indicate the total amount of money that you will pay during Funding Year 2003 for E-Rate eligible products/services for which you are NOT requesting E-Rate funding.

- Separate the services/products into their respective service categories (telecommunications, Internet access and internal connections) and total the results of each category.

- Enter these amounts in the *Item 25 Worksheet Summary*, Section I-C in the respective service category (Numbers 9, 10, 11).

- Sum items I-C, 9 through 11 and enter this amount in #12.

Sections II through VI: Hardware, Professional Development, Software, Retrofitting and Maintenance

For Sections II through VI of the worksheet, you will be asked for investment amounts in these areas for the prior Funding Year 2002 (2002-2003) and also for the investment that coincides with Funding Year 2003 (2003-2004). It is not initially necessary to document your estimates. However, in the event of a future audit, or depending on the results of our analysis, you may be asked to provide additional documentation to clarify or substantiate your estimates.

For Sections II through VI (Hardware, Software, Professional Development, Retrofitting, and Maintenance), Securing access to necessary resources for non-eligible products and services does not mean that all resources to support the purchased services must be paid for out of current year funds. Therefore, if you can demonstrate that the computers are in place, the training has occurred, or the electrical system has been upgraded as a result of investments in previous years, then those resources are available to support the purchased services. You may attach a page to the worksheet, or cross-reference the technology plan you have provided, to document that these resources are available. You may also estimate the value of donations and in-kind contributions on the worksheet, and include these values in the subtotals for each section. These can be listed on the line marked "Contributions/In Kind" for each section.

If you have submitted your E-Rate request on behalf of a school system, a library system, or a consortium, your response on these worksheets should represent the total of all of the resources available in all of the eligible entities covered by your request. For example, you would include your estimate of all of the networked computers in your school district or library system buildings that will be covered by your funding request. If, as an applicant, you have submitted multiple Form(s) 471, a single worksheet should be used to summarize the total requests for all of your Form(s) 471, and the total resources that are available to support those requests. The exception to using a single worksheet is if you are a Consortium applicant and you decide to use the disaggregate method for demonstrating compliance with your Item 25 Certification. (See the description in the box on page 4.)

Section II: Hardware

Hardware includes computers, printers, fax machines, video equipment, scanners, CD-ROM drives, servers, etc., that are used to support and improve education or library service.

To use telecommunications access effectively for improved education or library service you should have computers that can take advantage of the resources available on the Internet. Legacy equipment (PCs below 486 or Macs below 040 processors) that cannot take full advantage of the Internet should not be included in the hardware available to support purchased services unless they can support text-based browsing (such as Macs with 020 processors or 386 PCs with appropriate software).

- In Section II-A, number 13a, please enter the number of computers connected to the Internet as of today. Also in number 13b, enter the number of computers scheduled to be connected as of June 30, 2004.

- In Section II-B, please estimate your total expenditures for hardware during Funding Year 2002 and Funding Year 2003. Enter these numbers in Section II-B, Numbers 14a and 14b.

- Estimate the value of in-kind hardware donations received during the last Funding Year 2002 and Funding Year 2003. Enter these numbers in Section II-C, numbers 15a and 15b.

- Add 14a and 15a. Enter the sum in 16a.

- Add 14b and 15b. Enter the sum in 16b.

If you have made a significant investment in technology prior to Funding Year 2002, please summarize the resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not yet been approved, please note that as well.

Section III: Professional Development

Professional Development, which is not eligible for E-rate discounts, is necessary to ensure that you are prepared to make effective use of purchased services. Professional development should provide for ongoing and sustained training for not just the technical staff, but teachers or librarians as well.

Your budget should provide for professional development that goes beyond the acquisition of generic computer skills to include mastery of technology applications specifically designed to improve teaching, learning or library service. Training that is limited to the acquisition of basic computer skills is not sufficient. Training should be coordinated with the availability of appropriate technology in the school, classroom, or library.

The following are possible professional development costs that might have been incurred by your organization: seminars and conferences; faculty hired to conduct in-service or on-site training; technology related courses attended by your staff and paid for by your organization; books and other instructional materials; and full time professional development staff. Peer

tutoring and peer monitoring is another method for delivering training, and you may include this in your estimate of Professional Development Contributions and in-kind donations. However, for these purposes, please do not include any non-technology course costs.

- Estimate the percent of your instructional or library service staff that have been trained to use technology to improve education or library services and list the results in Section III-A Staff Training Hours (the combined total should equal 100%). Please note that here we are looking for the <u>CURRENT</u> percentages of teacher or librarian training.

- Then estimate the value of your professional development expenditures for Funding Year 2002. Place that amount next to number 18a.

- Estimate the value of your professional development expenditures for Funding Year 2003. Place that amount next to number 18b.

- Estimate any in-kind or pro-bono professional development for Funding Year 2002. Place this amount next to number 19a.

- Estimate any in-kind or pro-bono professional development expected for Funding Year 2003. Place this amount next to number 19b.

- Add 18a and 19a. Place the sum in 20a.

- Add 18b and 19b. Place the sum in 20b.

If you have made a significant investment in professional development prior to Funding Year 2002 please summarize these resources in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section IV: Software

Some software (such as productivity tools, curriculum software, library content, etc.) is not eligible for discounts, but is necessary to make effective use of the purchased services. (Software to operate a network server is eligible and would be included in Connectivity above.)

- Estimate the value of your software expenditures for Funding Year 2002. Place that amount in 21a.

- Estimate the value of your anticipated software expenditures for Funding Year 2003. Enter this amount in 21b.

- Estimate any in-kind contributions of software products during Funding Year 2002. Enter this amount in 22a.

- Estimate any anticipated in-kind contributions of software for Funding Year 2003. Enter this amount in 22b.

- Add 21a and 22a. Place the sum in 23a.

- Add 21b and 22b. Place the sum in 23b.

If you have made a significant investment in software prior to Funding Year 2002, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax*

Back Page 2. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section V: Retrofitting

Retrofitting that may be necessary to make effective use of purchased services is not eligible for E-rate discounts, but it is necessary to make effective use of the purchased services. Retrofitting includes electrical wiring, asbestos removal, building modifications, renovations and repairs necessary to use the requested E-rate products and services. Retrofitting is not the costs that you incurred to upgrade your computer wiring or network hardware.

- Please estimate your retrofitting investment during Funding Year 2002. Place this value in 24a.

- Estimate your retrofitting expenses anticipated during Funding Year 2003. Place this value in 24b.

- Estimate any in-kind or pro-bono work in the area of retrofitting received during Funding Year 2002. Place this value in 25a.

- Estimate expected in-kind or pro-bono work in the area of retrofitting that you anticipate receiving during Funding Year 2003. Place this number in 25b.

- Add 24a and 25a. Place the sum in 26a.

- Add 24b and 25b. Place the sum in 26b.

If you have made a significant investment in retrofitting prior to Funding Year 2002, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section VI: Maintenance

Systems maintenance and operations costs for <u>ineligible</u> hardware and software, and salaries of staff are ineligible for E-rate discounts. Nevertheless, they are necessary to make effective use of the purchased services (maintenance costs for E-rate eligible equipment and services, that do not include applicant staff salaries, should be included in Connectivity above).

- Please estimate your expenditures for systems maintenance and operations in Funding Year 2002. Place this value in 27a.

- Estimate your expenditures anticipated for Funding Year 2003 for systems maintenance and operations. Place this value in 27b.

- Estimate any pro-bono maintenance or the value of donated time on maintenance for Funding Year 2002. Place this value in 28a.

- Estimate any pro-bono maintenance or the value of donated time on maintenance anticipated for Funding Year 2003. Place this value in 28b.

- Add 27a and 28a. Place the sum in 29a.
- Add 27b and 28b. Place the sum in 29b

If you have made a significant investment in maintenance and operations prior to Funding Year 2002, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Technology Plan

Please include a copy of your technology plan in your response. Your technology plan helps us better understand the resources that are available to support the funding requests that you have submitted on your Form(s) 471.

Technology Implementation Level Worksheet

- In column A, list the number of schools or libraries that currently fall into the technology levels described below.
- In column B, indicate where your schools/libraries will be as a result of the technology delivered as a result of the e-rate applications you have submitted this year.

If you are responding on behalf of a consortium, a school district or a library system that has schools or libraries (outlets/branches) at different levels, please list the number of sites that are at each level.

Please list the *number* of schools and libraries that are currently and *will be* at each level *after* the requested services are installed.	(A) Current Number of Schools/Libraries	(B) After 2003-2004 E-rate products/services number of Schools/Libraries
Level I — Phone Service, and Single Point Internet Access		
	Place the above number next to "Level 1 current:" at the bottom of the Fax Back Page 1.	Place the above number next to "Level 1 by 6/30/04:" at the bottom of the Fax Back Page 1.
Level II — Phone Service, and multiple computers connected directly to the Internet in a networked lab or single location in a library. Please also estimate the number of computers to be networked.		
	Place the above number next to "Level 2 current:" at the bottom of the Fax Back Page 1.	Place the above number next to "Level 2 by 6/30/04:" at the bottom of the Fax Back Page 1.
Level III — Phone Service, and direct Internet connection on building LAN with some classrooms networked or distributed centers in a library. Please estimate the number of rooms, centers, and computers.		
	Place the above number next to "Level 3 current:" at the bottom of the Fax Back Page 1.	Place the above number next to "Level 3 by 6/30/04:" at the bottom of the Fax Back Page 1.
Level IV — Phone Service, and direct Internet connection on building LAN with access from all classrooms or library centers. Please indicate number of rooms, public access stations, and computers.		
	Place the above number next to "Level 4 current:" at the bottom of the Fax Back Page 1.	Place the above number next to "Level 4 by 6/30/04:" at the bottom of the Fax Back Page 1.

ITEM 25 WORKSHEET SUMMARY: FAX BACK PAGE 1

Item 25 Worksheet Summary Please Add Subtotals of Sections I through VI	Funding Year 2002 (07/01/02–06/30/03)	Funding Year 2003 (07/01/03–06/30/04)
Section I: Connectivity		
I-A. Commitment Amount Requested		
• Telecom	1	$1,409,716.00
• Internet Access	2	$ 88,297.44
• Internal Connections	3	$9,156,615.80
Total of Funding Requests (I-A)	4	**$10,654,629.24**
I-B. Form 471 Applicant's Share		
• Telecom	5	$ 421,084.00
• Internet Access	6	$ 26,374.56
• Internal Connections	7	$1,017,401.76
Total of Applicant Share (I-B)	8	**$1,464,860.32**
I-C. Amounts not covered by E-Rate		
• Telecom	9	$
• Internet Access	10	$
• Internal Connections	11	$
Total of Amounts Not Covered (I-C)	12	$
Total Connectivity (I-A + I-B + I-C)	$	$
Section II: Hardware		
II-A. Number of Computers Connected	13a. #	13 b. #
II-B. Applicant Expenditure	14a. $	14 b. $
II-C. Contribution / In-Kind Donations	15a. $	15 b. $
Total Hardware (II-B + II-C)	16a. $	16 b. $
Section III: Professional Development		
III-A. Staff Training Hours (Total 100%): 0-5 Hrs____% 5-15 Hrs.____% 15-25 Hrs.____% 25-50 Hrs.___% 50+ Hrs.____%		
III-B. Applicant Expenditure	18a. $	18b. $
III-C. Contribution / In-Kind Donations	19a. $	19b. $
Total Professional Development (III-B + III-C)	20a. $	20b. $
Section IV: Software		
IV-A. Applicant Expenditure	21a. $	21b. $
IV-B. Contribution / In-Kind Donations	22a. $	22b. $
Total Software (IV-A + IV-B)	23a. $	23b. $
Section V: Retrofitting		
V-A. Applicant Expenditure	24a. $	24b. $
V-B. Contribution / In-Kind Donations	25a. $	25b. $
Total Retrofitting (V-A + V-B)	26a. $	26b. $
Section VI: Maintenance		
VI-A. Applicant Expenditure	27a. $	27b. $
VI-B. Contribution / In-Kind Donations	28a. $	28b. $
Total Maintenance (VI-A + VI-B)	29a. $	29b. $
Total of E-Rate Initiative (Total of Section I to VI)	30a. $	30b. $

Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)

Level 1 current:	Level 2 current:	Level 3 current:	Level 4 current:
Level 1 by 6/30/04:	Level 2 by 6/30/04:	Level 3 by 6/30/04:	Level 4 by 6/30/04:

For Consortium applicants choosing to provide a response on a <u>disaggregated</u> basis:

Block 4 Entity Name _____ Entity Number _____

Item 25 Worksheet Summary page _____ of _____

RESOURCE PLAN: FAX BACK PAGE 2

Resource Plans and Investments: On this worksheet you are asked to estimate any relevant investments in the resources you need to make effective use of requested E-rate services that happened prior to Funding Year 2002 covered on the *Item 25 Worksheet Summary: Fax Back Page 1* as well as any other resources that are available to you but which are not represented on the *Item 25 Worksheet*. Please use this space, or attach an additional page, to provide narrative information about both your plans and strategies for securing the necessary resources to make effective use of the requested services and previous years' investments in technology. You may use the space below to cross reference sections of your approved technology plan, your budget, or other relevant documentation. If you do not yet have an approved technology plan, please describe your strategy for obtaining approval from an SLD certified Technology Plan Approver. If you have made a significant investment in technology prior to Funding Year 2002, please summarize these resources that are already in place. If you have applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-rate funding.

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 3

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 4

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name	Title		
Email Address	Telephone Office Fax		
Employer's Name			
Employer's Street Address		State	Zip Code
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name	Billed Entity Number		
Funding Year 2003 Forms 471 Application Numbers			
SECTION 3: CERTIFICATION STATEMENT			
I certify that I prepared the responses in this document on behalf of the above named entity.			
Authorized Signer's Signature		Date	

Selective Review Information Request Checklist:
Remember to include all of the following in your response:

✓ Copies of contracts relating to the Form(s) 471 for all contracted services.
✓ Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
✓ Copies of all bids that were received.
✓ Complete documentation regarding the process used for selecting your service provider(s).
✓ Copies of any consulting agreements.
✓ Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
✓ Your technology plan.
✓ Fax Back Pages 1-4.
✓ Operating budget which includes both revenues and expenses or alternate documentation.
✓ Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

April 13, 2003

Ms. Pina Portanova
Universal Service Administrative Company
Schools & Libraries Division
80 S. Jefferson Road
Whippany, NJ 07981

Ref: E-Rate Selective Review Information Request Case: SR-2003-BEN#142118

Dear Ms. Portanova:

Per your request, I have gathered the required documentation for your audit. Due to the amount of data, I could not fax it to you; it will arrive tomorrow, April 14th via FedEx. This information was compiled by employees of the EPISD without the assistance, or influence, from any outside organization.

To facilitate your review of the data, I made every attempt to sequence the data groups to follow the Selective Review Request Form and to use headings taken directly from your form. Interspersed throughout the packet are comments, or summaries, at the beginning of each data group for the reviewer's edification of the contents.

Please refer to the attached pages of this fax to assist you in your review of the audit material when it arrives. I failed to include them in the material coming via FedEx.

Please contact me at 915-779-4235 if you wish to discuss anything further regarding this audit or my submitted documentation.

Sincerely,

Jack S. Johnston
Executive Director

Copy   Mr. Clyde Pine, Attorney
        Mounce, Green, Myers, Safi and Galatzan, P.C.

Enclosures

Response to USAC E-Rate Selective Review Information Request – March 2003

El Paso Independent School District
Case # SR-2003-BEN#142118
Form 471 Application 374802;376873;376953;377040;377101;377156;377186;377214;377214;377297

Part I: Information Regarding the Competitive Bidding Process and Vendor Selection

1) **Requests for Proposal (RFP)**
   The District issued a competitive sealed proposal (CSP #133-02) on December 20, 2002. The title of the proposal was Internal Connections for E-Rate Year 6. A copy of the CSP in its complete form as provided to the prospective bidders is attached. This document was prepared with the assistance of The Viramontes Group, a technology-consulting firm from Austin, TX. I have included complete background on this firm under the data group, **Consulting Agreement.**

2) **RFP Responses /Bid Responses**
   The bid responses were received and the results were compiled for approval by the EPISD Board of Trustees on January 21, 2003. I have included the complete documentation, with vendor recommendations, as presented to the Board. Please make note of page 2 where I cite directly from the SLD regulations on how the vendors were scored. Pages 85-93 of this document were compiled WITHOUT the assistance of The Viramontes Group. Also included in this data group are all the responses from the vendors.

   Once the Board approved the recommended vendors, I met with each of those selected to present the District's needs for that particular service or commodity. The results were statements of work or purchase orders that are provide in the next data group.

3) **Vendor Selection Process**
   In this data group is the item presented the EPISD Board of Trustees on February 4, 2003. It contains the costs for each of the vendors supported by statements of work or purchase orders. As you saw in the previous data group, **RFP Responses**, the vendor selection process occurred before any statement of work/purchase order was developed. Included in this group is documentation on the local and long distance telephone service.

4) **Contracts and/or Agreements**
   I am including a copy of the Service Provider Agreement that each of the selected vendors will be required to sign. None of the completed agreements are available at this time, although all of the selected vendors have agreed to the terms in conditions as a part of their approval based on the Board action on January 21, 2003.

5) **Consulting Agreement**
   In looking for an independent E-Rate consultant, I asked for quotes from two organizations: The Viramontes Group and Funds for Learning, LLC. I am including for your review (1) my request for a quote to each of the organizations, and (2) their responses. As I have noted previously, I selected The Viramontes Group primarily due to their ability to spend more "on-site" time during the development of the competitive sealed proposal (CSP #133-02).

6) **Correspondence**
   I have included all e-mails or other communication generated as part of this application.

Response to USAC E-Rate Selective Review Information Request – March 2003

El Paso Independent School District
Case # SR-2003-BEN#142118
Form 471 Application 374802;376873;376953;377040;377101;377156;377186;377214;377214;377297

Part II: Information Regarding Your Item 25 Certification

1) **Technology Plan**
A copy of the plan, in its present state, is included. It is currently being revised with the anticipated date for release being June 2003.

2) **Financial Information**
The budget for FY 2003-2004, even in draft form, is not available at this time. I have included a letter from the District's CFO that indicates the matching funds are available if awarded Round 6 funding.

3) **Board of Trustee's Commitment for Round 6 Filing.**
I am including two meeting notices pertaining to commitment by the Trustees for Round 6 filing (these notices are on the EPISD website www.episd.org if you wish to verify authenticity). Unfortunately, the minutes from these two meetings are not available for release until officially accepted by the Trustees, and that should occur during May. Once accepted, the minutes will also be available on the same website. In the meantime, this is all I can submit.

- January 21, 2003 – Agenda Item #1 is the award of CSP #133-02.
- February 4, 2003 – Agenda Item #17 is the approval of file Form 471 for Round 6.

Universal Service Administration Company
Schools and Libraries Division
FY2003-Selective Review

Case # SR-2003-BEN#142118
El Paso Independent School District
El Paso, TX

Financial Information

El Paso Independent School District.

TO: Jack Johnston, Executive Director,
           Technology and Information Systems

FROM: James A. Damm, Interim Associate Superintendent-Finance

SUBJECT: Matching Funds for Potential E-Rate Award, Year 6

DATE: April 1, 2003

Please forward this memo to the appropriate persons at Universal Services Corporation, Schools and Library Division to support the ability of the El Paso Independent School District to meet its obligations of the Applicants Share of the Year 6 E-Rate submissions.

The District will budget for any funds required if notice of award is received before August 1, 2003, and will be prepared to amend the budget for up to the $1,464,860.32 if the notice of award is received after August 1, 2003. The undesignated fund balance of the District is sufficient to make this assertion.

If there are any questions on this memo, I would be glad to respond to any additional questions by phone or by e mail. My telephone number is (915) 887-5835. My e mail address is jdamm@episd.org.

Signed _____ Date 4-1-03